



1600 9th Street, Sacramento, CA 95814  
(916) 654-2378

**REQUEST FOR QUOTATION (RFQ)**  
Notice to Prospective Contractors

5/22/06

To: PROSPECTIVE CONTRACTORS

You are invited to submit a quotation to the California Department of Mental Health for project number 06-76166-000 titled:

**CALIFORNIA DEPARTMENT OF MENTAL HEALTH (DMH)**  
**Mental Health Services Act - Workforce Education and Training Comprehensive Needs Assessment-**  
**FOR FISCAL YEAR 2006-07**

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions (GTC-1005) and Contractor Certification Clauses (CC-1005) that may be viewed and downloaded at Internet site <http://www.ols.dgs.ca.gov/Standard+Language> . If you do not have Internet access, a hard copy may be obtained by contacting the persons listed below.

In the opinion of the Department of Mental Health, this RFQ is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFQ is:

Warren Hayes, Chief, MHSA Workforce Education and Training  
(916) 651-0461

Tami Harris, Contract Analyst, 916-654-2404 for questions concerning the contracting process.

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum to this RFQ.

Sincerely,

Tami Harris  
Contract Analyst  
Administrative Services

## **1) Purpose of this RFQ**

The purpose of this RFQ is to contract with a subject matter expert (Contractor) for assistance in conducting a statewide assessment of the education and training needs of California's public mental health workforce. This needs assessment will be part of a comprehensive five-year education and training development plan.

California voters approved Proposition 63 that established the Mental Health Services Act (Act) in the Welfare and Institutions Code (Section 5840-5898). The Act mandates a change in the manner in which public mental health services are delivered in California, and supports a diverse, culturally competent workforce providing values-driven evidence-based services that support wellness, recovery and resilience. In support of this change, the law's authors included provisions to evaluate the statewide mental health workforce, and dedicated funding to remedy the shortage of qualified individuals providing services.

Accordingly, WIC 5820(b)(c) requires a statewide needs assessment as part of the implementation of the education and training provisions. "Each county mental health program shall submit to the Department a needs assessment identifying its shortages in each professional and other occupational category in order to increase the supply of professional staff and other staff that county mental health programs anticipate they will require in order to provide the increase in services projected to serve individuals and families. Employment in California's public mental health system includes employment in private organizations providing publicly funded mental health services. The Department shall identify the total statewide needs for each professional and other occupational category and develop a five-year education and training plan."

## **2) Scope of Work**

The Contractor will provide to the Department, 1) an analysis of information currently available on the public mental health workforce shortage and corresponding educational and training capacity, 2) a methodology to conduct an analysis of current workforce and educational/training capacities and shortfalls, 3) estimates of long-term workforce needs and recommendations for meeting those needs, and 4) workforce outcome benchmarks, and the means to evaluate progress toward meeting these benchmarks. The Contractor will work as a team with the Chief, MHSA Workforce Education and Training and staff to actively engage all 58 of California's county mental health programs and their contract agencies in analyzing their identified immediate workforce education and training needs, and then project public mental health workforce education and training needs through the year 2012.

- a. The Contractor will develop for Department approval a series of projects containing milestones, timelines and estimated project budgets that result in quantitative and qualitative data with analyses and recommendations. Projects will include, but not be limited by, the following activities:
  1. Delineate workforce shortages by occupational classification, geographical region, race/ethnicity, and language proficiency.
  2. Analyze ethnic diversity/language proficiency needs by occupation and geographical region.
  3. Identify and incorporate into the needs assessment the workforce needs of individuals with consumer and family member experience to enter and retain employment at all levels of the public mental health workforce.

4. Analyze service provider training, technical assistance and support needs.
  5. Identify vacancy and turn over rates to identify workplace retention variables.
  6. Address geographic imbalances in the distribution of licensed and unlicensed mental health workers.
  7. Compare the needed growth of the workforce to the growth of the population over time.
  8. Assist in the establishment of personnel to population ratio benchmarks for various occupational classifications.
  9. Compare the current admissions/graduation rates of educational programs to that which is feasible over time to address various occupational shortfalls and imbalances.
- b. The following is a list of representative projects that will result in a final written needs assessment that will be part of a comprehensive five-year education and training development plan:
1. Each county mental health program is submitting a Community Services and Supports (CSS) Plan that identifies the quantity and type of new positions that are needed to provide proposed MHSA services. In addition, the CSS Plans articulate their challenges in meeting the workforce diversity needs in appropriately serving underserved and unserved populations. The Contractor will collectively analyze the received data and provide a statewide summary analysis of workforce needs by occupational classification, and a statewide summary of diversity challenges.
  2. The Contractor will research and summarize completed studies of California's public mental health workforce needs to validate historical trends and research applicable human services workforce studies conducted outside California.
  3. Work with stakeholders in developing a workforce projection methodology that incorporates relevant workforce variables; such as, educational capacity to meet workforce needs, legislative and policy changes affecting workforce composition, demographic changes in California's population, and the transformative nature of emphasizing services that promote wellness, recovery and resilience.
  4. The Contractor will engage human service workforce experts both from within and outside California for assistance in developing and implementing a valid long-term projection of both the types of occupational classifications needed, as well as the training and methods of training to honor the stated intent of the Act.
  5. The Contractor will work with Department staff to engage and incorporate the input from all stakeholders by adhering to the Department's MHSA stakeholder process. Stakeholders include individuals and their families with consumer experience, county mental health program and contract agency staff, trainers and educators, allied service professionals, DMH staff, and leadership from organizations who represent stakeholders.
  6. In concert with county mental health programs and stakeholders the Contractor will develop and field a standardized needs assessment survey instrument to both obtain quantitative data on numbers of mental health workers needed in occupational classifications, and also qualitative input on the training and methods of training that will enable public mental health services to adhere to the intent of the Act.
  7. The Contractor will develop a methodology by which California can evaluate over time the impact of the application of MHSA workforce education and training plans and resources.
  8. The Contractor will collect, analyze and summarize survey data by county, region and state, and provide useable recommendations that will enable decisions as to appropriate allocation of MHSA education and training resources.

- c. The Contractor will develop for Department approval a priority list of projects to be performed with specified timelines, reporting format and funds available.
- d. The Contractor must be able to attend regular and ad-hoc meetings with Department staff and other appropriate agencies and stakeholder groups as directed by the Department. The budget submitted must include a line item for travel. To estimate travel expenses use the following standard assumptions:

1. Bi-monthly meetings in Sacramento
2. Attending regional meetings throughout California (See attachment 1 for map of California Counties and Regions.)
3. It is up to the bidder to determine the number of meetings required with the regions or Counties in order to effectively fulfill the scope of work. When setting the budget, the reasonableness of the cost will be considered in bidder selection.

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Since the Contractor is not a State employee, travel reimbursement rates will be calculated in accordance with the Department of Personnel Administration (DPA) Rules 599.619, 599.631 and 599.722 for non-represented employees. Travel must be pre-approved by the Contract Manager. The contractor will be reimbursed for actual expenses up to the maximum prescribed in the aforementioned DPA rules. In most cases, a receipt is needed to verify the cost of such expenses. The contractor must retain copies of all Travel Expense Claim (TEC) forms and receipts for at least three years from the final payment of this contract in case of an audit. The time an individual leaves his/her office or residence and returns to his/her office or residence will be used in calculating per diem allowances. TECs must contain these times in order to be processed for payment. For an overview of DPA's travel reimbursement program go to <http://www.dpa.ca.gov/jobinfo/statetravel.shtm>

- e. The period of this contract will be from July 1, 2006 through June 30, 2007. In addition to interim project reports the contractor will deliver to the Department a draft final comprehensive needs assessment report by March 1, 2007 that will include an executive summary, narrative, tables, conclusions and recommendations. The Contractor will then work with the Department to incorporate changes brought about by the stakeholder review process, and deliver a final needs assessment document by June 30, 2007.

### 3) Minimum Qualifications for Prospective Contractors

- a. At least four years of successful professional consulting experience related to workforce planning in large health and human services populations.
- b. Knowledge and experience of California's public mental health system, including, but not limited to, workforce or mental health personnel analyses, as demonstrated by previous consulting work.
- c. Demonstrated lead experience in conducting social research, to include designing and implementing quantitative and qualitative studies to test hypotheses in health and human services.
- d. Availability for regular and ad-hoc face-to-face meetings in Sacramento, as well as ability to meet with public mental health stakeholders throughout California.

#### 4) Key Action Dates

<u>Event</u>	<u>Date</u>
RFQ posted on the DMH Website	May 23, 2006
<u>Mandatory Letter of Intent Deadline</u> (email acceptable) <ul style="list-style-type: none"><li>Note: This Letter of Intent is non-binding</li></ul>	May 31, 2006
Bidder's Conference <u>Attendance Mandatory</u>	June 7, 2006
Final Date for Quotation Submission No latter than 4:00 PM PST	June 19, 2006
Contract Award Notice (Will be posted on the DMH Website)	June 27, 2006
Proposed Contract Date	July 1, 2006

#### 5) RFQ Requirements

- a. The prospective contractor shall provide a written statement describing his/her abilities to provide the services detailed in item 2. above.
- b. The prospective contractor shall provide a written statement describing how he/she meets the Minimum Qualifications outlined in item 3. above. Note: The Contractor must meet the minimum qualifications. Any sub-contractors that are planned to assist in accomplishing the Scope of Work must be listed, with their role, abilities to provide services, and applicable qualifications provided.
- c. The prospective contractor shall provide at least three professional references.
- d. The prospective contractor shall provide a detailed cost proposal quotation for the services to be provided. This will include a budget with budget narrative that includes estimated hours and all-inclusive cost per hour for each individual and brief explanation of operating costs and administrative overhead. **The cost proposal, budget, and budget narrative is not to exceed the maximum amount of \$250,000. Any proposals exceeding this amount will be rejected.**

#### 6) Submission of Quotation

- a. All responses to this RFQ must be submitted in writing via fax, email or mail to the contact listed below by the date and time shown in item 4. above. Responses received after this date and time will not be considered.

Warren Hayes  
1600 9<sup>th</sup> Street- Room 150  
Telephone number: 916-651-0461  
Fax Number: 916-654-3198

Email Address: Warren.Hayes@dmh.ca.gov

b. All responses to this RFQ shall include the items identified in item 5 above. Responses not including the required items shall be deemed non-responsive. A non-responsive quotation is one that does not meet the basic quotation requirements.

c. Responses must be submitted for the performance of all the services described herein.

d. A response may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all responses and may waive any immaterial deviation in a response. The State's waiver of immaterial deviation shall in no way modify the RFQ document or excuse the prospective contractor from full compliance with all requirements if awarded the agreement. The Department of Mental Health reserves the right to reject all responses. The Department of Mental Health is not required to award an agreement.

e. Costs incurred for developing responses and in anticipation of award of the agreement are entirely the responsibility of the prospective contractor and shall not be charged to the State of California.

f. No oral understanding or agreement shall be binding on either party.

## **7) Evaluation Process**

a. After the responses to the RFQ have been submitted, each response will be checked for the presence or absence of required information in conformance with the submission requirements of this RFQ.

b. The Contract Manager will award the contract to a prospective contractor who has submitted a response to this RFQ, has met the minimum qualifications, has quoted a fair and reasonable price for the services to be performed, and has demonstrated through their written statement that they have the level of experience, qualifications, and the ability to complete the tasks within the scope of work in a timely, effective and reliable fashion. The selection of the most qualified prospective Contractor will be based on the Contractor's demonstrated success in working with a variety of public mental health entities in California.

## **8) Agreement Execution and Performance**

a. Contractor shall commence work only after all approvals have been obtained and the agreement is fully executed. Should the Contractor commence work before the contract has been fully executed, the services performed will be considered volunteered by the Contractor.

b. All performance under the agreement shall be completed on or before the termination date of the agreement.

c. If the Budget Act in the current year and/or any subsequent years covered under the resulting Agreement does not appropriate sufficient funds for the program, the agreement shall be unenforceable. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under the Agreement and Contractor shall not be obligated to perform any provisions of the agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.